

LOCAL RULES OF THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

LOCAL BANKRUPTCY FORM NO. 2

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

IN RE:

:
:
:
:
:
:

CASE NO. _____

Debtor(s)

SUMMARY COVER SHEET
FEES AND EXPENSES APPLICATION

- a. Your applicant was appointed on _____.
- b. Your applicant represents _____.
- c. The total amount of the compensation requested is _____.
- d. The compensation is _____.

(state whether interim or final compensation

- e. The total amount of expenses for which reimbursement is sought is _____
and is for the period from _____ to _____.
- f. The dates and amounts of previous compensation paid are _____
_____.
- g. The date and amount of any retainer paid are _____ and
\$_____.

Applicant's Signature

DATED: _____

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APPENDIX

EXAMPLE OF CATEGORY LISTING OF
TIME AND SERVICES

Acme Shoe Company
Chapter 11

EXHIBIT "A"

Category Listing of time and services or tasks by category on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

CATEGORY 1. - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA Jones Company for \$30,000.00 including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses sale the estate netted \$24,500.00.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Company representatives re: potential purchase of 320 Grant Avenue	1:00
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	1:00
5/4/85	RB	Lien search of 320 Grant Avenue	1:30
5/4/85	RB	Preparation of Motion to sell 320 Grant Avenue free and clear of liens	1:20
5/4/85	RB	Arranging for sale date with Clerks office	0:20
5/4/85	RB	Drafting Notice of Sale of 320 Grant Avenue	0:20
5/5/85	RB	Letters - serving lienor, respon-	0:20

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<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>	<u>CODE PER EXH.B</u>
		dents, PNB and Mellon Bank with Motion to Sell 320 Grant Avenue		
5/20/85	RB	Drafting Return of Sale and Confirmation Order on 320 Grant Avenue	0:30	
6/5/85	RB	Hearing on sale of 320 Grant Avenue Motion No. 85-421	1:00	
6/6/85	RB	Preparation of Deed on sale of 320 Grant Avenue	0:30	
6/16/85	RB	Closing on sale of 320 Grant Avenue	1:30	
6/16/85	RB	Preparation and filing of Report of Sale	0:30	
		TOTAL IN CATEGORY 1-	9:50	

CATEGORY 2. - Distribution to Creditors per Order of August 14, 1 including preparation and filing of Motion, obtaining Order of Co and making the distribution of \$36,533.61 to priority creditors a \$21,794.45 as a 4% distribution to Class 4 general creditors.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
9/17/85	JS	Review & Sign Distribution Checks	0:30
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re the distribution	0:50
		TOTAL IN CATEGORY 2-	1:20

CATEGORY 3. - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvan

Department of Revenue resulting in tax refund of \$12,435.04.

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<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/02/85	JS	Telephone Call: Virginia Vatz of Pa. Dept. of Revenue re tax refund	0:20
5/04/85	JS	Letter: PA Dept. of Revenue re status of tax returns	0:20
5/06/85	JS	Telephone call: IRS re final tax return	0:10
1/21/86	JS	Letters: Yohn & copy to PA Dept. of Revenue re: tax refund	0:20
2/25/86	JS	Letter: Pa. Dept. of Revenue re tax refund	0:20
		TOTAL IN CATEGORY 3 -	1:30

CATEGORY 4. - Final distribution to creditors, including preparat
of Motion for Distribution, obtaining Order of Court.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
7/15/86	JS	Draft: Receipts and disbursements Schedules	1:00
7/16/86	JS	Draft: Motion & Order for Distribution	1:10
7/16/86	JS	Letters: Bernstein re Distribution	0:20
		TOTAL IN CATEGORY 4 -	2:30

CATEGORY 5. - Miscellaneous matters, including general administra
answering inquiries of creditors, administering disbursing agent
account and closing estate.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
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6/10/85	JS	Review: claims in Clerk's Office	0:20
6/12/85	JS	Telephone call: Yohn re: EDA's claim	0:10

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<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
3/04/86	JS	Letter: U.S. Customs & copy to Weakland re excise tax claim	0:20
7/28/86	JS	Estimated time for all matters in connection with making final distribution and closing case	5:00
		TOTAL IN CATEGORY 5-	5:50
		TOTAL TIME IN ALL CATEGORIES-	21:00

DISBURSEMENTS

6/24/85	JS	Copy Expense	\$38.50
8/23/85	JS	Copy Expense and postage on distribution	<u>32.00</u>
		TOTAL DISBURSEMENTS	\$70.50

BILLING SUMMARY

JS	9 Hrs. 50 Min.	\$135.00	\$ 1,327.05
RB	11 Hrs. 40 Min.	\$125.00 -	<u>1,396.25</u>
CLIENT TOTAL	-		\$ 2,723.30
	CURRENT BILLING:		\$ 2,723.30
	CURRENT EXPENSES:		<u>70.50</u>
	TOTAL AMOUNT DUE:		<u>\$ 2,793.80</u>

EXAMPLE OF CHRONOLOGICAL SUMMARY OF TIME
AND SERVICES WITH AN EXHIBIT "B" DESCRIBING
THE CATEGORIES

Acme Shoe Company
Chapter 11

EXHIBIT "A"

CHRONOLOGICAL SUMMARY OF TIME AND SERVICES
 RENDERED ON BEHALF OF DEBTOR DURING PERIOD
 FROM MAY 1, 1985 TO CONCLUSION OF CASE

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<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>	<u>CODE PER EXH.B</u>
5/1/85	RB	Conference with Jones Co. representative re: potential purchase of 320 Grant Avenue	1:00	1
5/02/85	JS	Telephone call: Virginia Vatz and Pa. Dept. of Revenue re tax refund	0.20	3
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	1:00	1
5/4/85	RB	Lien search of 320 Grant Ave	1:30	1
5/4/85	RB	Preparation of Motion to sell 320 Grant Avenue free and clear of liens	1:20	1
5/4/85	RB	Arranging for sale date with clerks office	0:20	1
5/4/85	RB	Drafting Notice of Sale of 320 Grant Avenue	0:20	1
5/04/85	JS	Letter: Pa. Dept. of Dept. of Revenue re: status of tax claim	0:20	3
5/5/85	RB	Letters - serving lienor, respondents, PNB and Mellon Bank with Motion to Sell 320 Grant Avenue	0:20	1
5/06/85	JS	Telephone call: IRS re final tax return	0:10	3
05/20/85	RB	Drafting Return of Sale and Confirmation Order on 320 Grant Avenue	0:30	1

6/5/85	RB	Hearing on sale of 320 Grant Avenue Motion No. 85-421	1:00	1
6/6/85	RB	Preparation of Deed on sale of 320 Grant Avenue	0:30	1

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<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>	<u>CODE PER EXH.B</u>
6/10/85	JS	Review Claims in clerk's office	0:20	5
6/12/85	JS	Telephone call: Yohn re: EDA claim	0:10	5
6/16/85	RB	Closing on sale of 320 Grant Avenue	1:30	1
6/16/85	RB	Preparation and filing of Report of Sale	0:30	1
9/17/85	JS	Review & Sign: Distribution checks	0:30	2
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re: the distributions	0:50	2
1/21/86	JS	Letters Yohn & copy to Pa. Dept. of Revenue re tax refund	0:20	3
2/25/86	JS	Letter: Pa. Dept. of Revenue re tax refund	0:20	3
3/04/86	JS	Letters: U.S. Customs & copy to Weakland re: excise tax claim	0:20	5
7/15/86	JS	Draft: Receipts & Disbursements Schedules	1:00	4
7/16/86	JS	Draft: Motion & Order for	1:10	4

distribution

7/16/86	JS	Letters: Bernstein re: Distribution	0:20	4
7/30/86	JS	Estimated time for all matters in connection with making final distribution and closing case	5:00	5
TOTAL HOURS			21:00	

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DISBURSEMENTS

6/24/85	JS	Copy Expense	\$38.50
8/23/85	JS	Copy Expense and postage on distribution	<u>\$32.00</u>
TOTAL DISBURSEMENTS			\$70.50

BILLING SUMMARY

JS	9 Hrs. 50 Min. @ \$135.00	\$1,327.05
RB	11 Hrs. 10 Min. @ \$125.00	<u>1,396.25</u>
CLIENT TOTAL		\$2,723.30

CURRENT BILLING:	\$2,723.30
CURRENT EXPENSES:	<u>70.50</u>
TOTAL AMOUNT DUE:	\$2,793.80

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EXHIBIT "B"

Category Listing of time and services on behalf of Acme Shoe Company Debtor, during the period from May 1, 1985 to the closing of the case.

I.	<u>Category 1.</u> - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$30,000.00 including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$24,500.00	9 hrs. 50 min.
II.	<u>Category 2.</u> - Distribution to Creditors per Order of August 14, 1985, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$36,533.61 to priority creditors and \$21,794.45 as a 4% distribution to Class 4 general creditors	1 hrs 20 min.
III.	<u>Category 3.</u> - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04	1 hrs. 30 min.
IV.	<u>Category 4.</u> - Final distribution to creditors, including preparation of Motion for distribution, obtaining Order of Court and making the distribution itself	2 hrs. 30 min.
V.	<u>Category 5.</u> - Miscellaneous matters, including general administration, answering inquiries of creditors, administering disbursing agent account and closing estate	<u>5 hrs. 50 min.</u>
	TOTAL	21 hrs.